

# Wisconsin Department of Safety and Professional Services

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## DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

### ADDENDUM TO ONLINE APPLICATION

#### REAL ESTATE BROKER, REAL ESTATE SALESPERSON AND TIMESHARE SALESPERSON

#### **APPLICANT INFORMATION:**

|           |            |    |                         |
|-----------|------------|----|-------------------------|
| Last Name | First Name | MI | Former / Maiden Name(s) |
|-----------|------------|----|-------------------------|

#### **BROKER-EMPLOYER INFORMATION:**

**Name of broker-employer exactly as it appears on individual, sole proprietor or business entity license**  
(Do not give the trade name.)

**Broker-Employer is:**    ☐ Sole Proprietor Broker    ☐ Business Entity (Corporation, Partnership or Limited Liability Company)

#### **Business address of broker-employer's main office**

|        |      |       |          |
|--------|------|-------|----------|
| Street | City | State | Zip Code |
|--------|------|-------|----------|

|                              |   |
|------------------------------|---|
| License # of broker-employer | Main office telephone number<br>(_____) |
|------------------------------|---|

**I CERTIFY that the broker-employer listed above will employ and will assume responsibility for the licensee and that failure to comply with the statutes and rules of the Department may be cause for disciplinary action.** If the applicant will be selling timeshares, the broker-employer listed at the top of this page believes that the applicant is competent to act as a timeshare salesperson.

Print name of Broker signing below

\_\_\_\_\_  
Signature of Broker (Sole Proprietor)/Officer/Partner/Member      Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**BROKER APPLICANTS ONLY – EXPERIENCE REQUIREMENTS****Check one of the following and provide corresponding documentation:**

- ☐ I am licensed to practice law in Wisconsin, and will submit with this application evidence of my experience related to real estate.
- ☐ I hold a current certificate of financial responsibility under Wisconsin § 101.654, and will submit with this application evidence of my experience with real estate sales.
- ☐ I am a reciprocal applicant, with a current broker's license in Illinois or Indiana, and will request a license verification to be submitted to the Department of Safety and Professional Services as a requirement of this application.
- ☐ I am an endorsement applicant, and have been licensed as a broker in another state for at least 2 years within the last 4 years preceding the date of this application. I will request a license verification to be submitted to the Department of Safety and Professional Services as a requirement of this application.
- ☐ I am an examination applicant who has never held a broker's license, or do not qualify for any other experience listed above. I have practiced as a licensed salesperson under the direct supervision of a licensed broker for at least 2 years within the last 4 years preceding the date of this application, excluding any time spent in an apprenticeship. My experience is documented below and verified by my supervising broker.\* **If experience was completed with more than one supervising broker, make a copy of this page and use a separate page for each supervising broker.**

**\*At least 40 points of experience must be documented to be eligible for a broker's license:**

- Each completed/closed residential transaction – 5 points
- Each completed/closed commercial transaction – 10 points
- Each property management contract - .5 point/month
- Each completed/closed time share – 1 point

| Type of Transaction                 | Role in Transaction | Property Address              | Date Completed/Closed | Points |
|-------------------------------------|---------------------|-------------------------------|-----------------------|--------|
| Ex: Residential, single family home | Worked with seller  | 111 Main Street, Hometown, WI | 1/1/2014              | 5      |
|                                     |                     |                               |                       |        |
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**TOTAL POINTS:** \_\_\_\_\_

I, \_\_\_\_\_, with broker's license # \_\_\_\_\_ have supervised all experience performed above, in accordance with Wisconsin statutes and rules governing the practice of real estate. This experience was completed during 2 years within the last 4 years preceding the date of this application, by the applicant \_\_\_\_\_, with salesperson's license # \_\_\_\_\_.

Supervising Broker Signature: \_\_\_\_\_ Date: \_\_\_\_\_